

Delegated Decision Report

Application No:	25/0722	Statutory Period Expires:	23rd October 2025
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Site:	Mansion House 4 Stow Park Circle Newport South Wales NP20 4HE		
Proposal:	S73 APPLICATION TO VARY CONDITION 3 (OPENING HOURS) OF 09/1132 FOR CHANGE OF USE FROM RESIDENTIAL (MAYOR'S RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK		
Applicant:	M Wallbank		
Type:	Renewals and Variation of Conditions	Ward:	Gaer
Decision:	Granted with Conditions		

1. BACKGROUND

- 1.1 Application 09/1132 granted consent for the change of use of the property from the Mayor's Residence to a Registrar's Office.

2. SITE LOCATION AND CONTEXT

- 2.1 The application site is a detached property and is used as a Registrar's Office. The site location is characterised by large residential properties and trees/hedges. The site is defined within the Stow Park Conservation Area and is subject to an Article 4 Direction.

3. DESCRIPTION OF DEVELOPMENT

- 3.1 The application seeks consent to vary condition 3 of permission 09/1132 which relates to the opening hours. Condition 03 of 09/1132 states:

Ceremonies at the site shall be limited to the hours of between 9.30 am to 4.00 pm Mondays to Fridays and between 9.00 am to 5.00 pm on Saturdays and not at all on Sundays and Bank Holidays. Mayoral civic functions shall not take place at the same time as any ceremony.

Reason: To protect the amenities of neighbouring residents.

The application proposes adjusting the operating hours to 9:30am – 5pm Monday to Friday, and 12pm – 4pm on Sundays and Bank Holidays. There is no proposed change to the existing Saturday opening hours. According to the supporting information, this flexibility in hours will enable the office to better accommodate growing demand and provide greater accessibility for individuals with specific needs. The Mayoral Civic Functions will remain unchanged and continue to take place outside of ceremony times.

4. RELEVANT SITE HISTORY

App Number	Proposal	Decision	Decision Date
09/1132	CHANGE OF USE FROM RESIDENTIAL (MAYOR'S RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK	Granted with Conditions	11.02.2010
10/0870	PARTIAL DISCHARGE OF CONDITION 02 (LANDSCAPING) OF PLANNING PERMISSION 09/1132 FOR CHANGE OF USE FROM RESIDENTIAL (MAYOR'S	Approved	23.09.2010

	RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK		
10/0916	PARTIAL DISCHARGE OF CONDITION 01 (FINISHES AND MARKING OF PARKING BAYS) OF PLANNING PERMISSION 09/1132 FOR CHANGE OF USE FROM RESIDENTIAL (MAYOR'S RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK	Approved	23.09.2010
10/1021	PARTIAL DISCHARGE OF CONDITIONS 1 (DETAILS OF FINISHES) AND 4 (TREE PROTECTION PLAN) RELATING TO PLANNING PERMISSION 09/1132 FOR THE CHANGE OF USE FROM RESIDENTIAL (MAYOR'S RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK	Approved	18.10.2010
10/1061	PARTIAL DISCHARGE OF CONDITION 01 (CAR PARK FINISH) OF PLANNING PERMISSION 09/1132 FOR CHANGE OF USE FROM RESIDENTIAL (MAYOR'S RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK	Approved	15.10.2010
10/1225	PARTIAL DISCHARGE OF CONDITIONS 04 (TREE PROTECTION PLAN) AND 06 (ARBORICULTURAL METHOD STATEMENT) OF PLANNING PERMISSION 09/1132 CHANGE OF USE FROM RESIDENTIAL (MAYOR'S RESIDENCE) TO REGISTRARS' OFFICE AND PROVISION OF CAR PARKING AND SUB-DIVISION OF SITE TO RETAIN PARKING FACILITIES FOR MAYOR'S VEHICLES IN GARAGE AND EXISTING CAR PARK	Approved	03.12.2010
11/0079	INSTALLATION OF CAST IRON SPIRAL ESCAPE STAIR TO NORTH EAST ELEVATION (AMENDMENT TO PREVIOUS APPROVED SCHEME 10/0697)	Granted	21.02.2011

5. PLANNING POLICY

5.1 THE NATIONAL DEVELOPMENT FRAMEWORK: FUTURE WALES - THE NATIONAL PLAN 2040

Future Wales sets out the Welsh Government's land use priorities and provides a national land use framework for SDPs and LDPs. Future Wales concentrates on development and land use issues of national significance, indicating areas of major opportunities and change,

highlighting areas that need protecting and enhancing and helping to co-ordinate the delivery of Welsh Government policies to maximise positive outcomes.

Policy 1 - Where Wales Will Grow

Policy 2 - Shaping Urban Growth and Regeneration - Strategic Placemaking

Policy 9 - Resilient Ecological Networks and Green Infrastructure

5.2 PLANNING POLICY WALES (EDITION 12) 2024

3.3 - Good design is fundamental to creating sustainable places where people want to live, work and socialise.

3.4 - Meeting the objectives of good design should be the aim of all those involved in the development process and should be applied to all development proposals at all scales.

5.3 NEWPORT LOCAL DEVELOPMENT PLAN (2011-2026)

5.3.1 Policies GP2 (General Amenity), GP4 (Highways and Accessibility), GP5 (Natural Environment), GP6 (Quality of Design), CE7 (Conservation Area) of the Newport Local Development Plan (2011 – 2026) are relevant to the determination of this application.

6. CONSULTATION RESPONSES

6.1 **Highways:** No objection.

6.2 **Environmental Health:** No comments received.

7. PUBLIC REPRESENTATIONS

Neighbour notification letters were sent on 15.09.2025. A Site Notice was put up on 19.09.2025.

7.1 NEIGHBOURS: 68no. neighbours were consulted on the application. No representations were received.

8. ASSESSMENT

8.1 Principle of Development

8.1.1 The application site includes an existing property situated within the settlement boundary outlined in the Newport Local Development Plan 2011–2026 (Adopted January 2015). As a result, the principle of development is accepted. Consent for the change of use was granted under application 09/1132, which has been implemented and has been operating within the time limits specified by the condition.

8.2 Visual Amenity

8.2.1 The application site is located within the Stow Park Conservation Area. The application is to vary the opening hours of the Registrars Office and has no impact on the character and appearance of the property.

8.3 Residential Amenity

8.3.1 The application site is situated within the residential development of Stow Park Circle, which leads to Cae Perllan Road. Although the surrounding area is primarily residential, there are a few other users nearby, including a care home. The proposed use is not expected to create significant noise or disturbance, as activities will be limited to reasonable hours, avoiding early mornings and late evenings. Given the nature and timing of the use, it is unlikely to cause disruption to neighbours, even during quieter periods such as Sundays and Bank Holidays.

8.4 Highways

8.4.1 There would be no alterations to the parking arrangement and it is not anticipated that the longer hours would increase parking demand. The Highways Officer has offered no objection to the proposals, in accordance with policy GP4.

8.5 Biodiversity

8.5.1 Consideration has been given to whether there have been any significant changes to planning policy or site circumstances since the granting of planning permission. There have

been no significant changes to the Local Development Plan policy objectives that impact upon the acceptability of the scheme. However, there have been changes to the requirement for a biodiversity enhancement scheme. Policy 9 of Future Wales states that in all cases, action towards securing the maintenance and enhancement of biodiversity (to provide a net benefit), the resilience of ecosystems and green infrastructure assets must be demonstrated. Policy GP5 of the NLDP supports this and states that proposals will be expected to maintain, protect and enhance ecological networks and features of importance for biodiversity. In order to ensure that the proposals support this, an additional condition requesting a biodiversity scheme will be added.

8.6 **Conditions**

8.6.1 The application has been assessed against the six test for the use of planning conditions as outlined in the circular. A number of conditions have been discharged, notwithstanding this, it is not considered necessary, relevant or reasonable to reattach conditions 1, 2 and 4-10 imposed on application 09/1132. As aforementioned, a condition requesting a biodiversity scheme will be added to the consent.

9. **OTHER CONSIDERATIONS**

9.1 ***Crime and Disorder Act 1998***

Section 17(1) of the Crime and Disorder Act 1998 imposes a duty on the Local Authority to exercise its various functions with due regard to the likely effect of the exercise of those functions on, and the need to do all that it reasonably can to prevent, crime and disorder in its area. This duty has been considered in the evaluation of this application. It is considered that there would be no significant or unacceptable increase in crime and disorder as a result of the proposed decision.

9.2 ***Equality Act 2010***

The Equality Act 2010 identifies a number of 'protected characteristics', namely age; disability; gender reassignment; pregnancy and maternity; race; religion or belief; sex; sexual orientation; marriage and civil partnership.

9.3 Having due regard to advancing equality involves:

- removing or minimising disadvantages suffered by people due to their protected characteristics;
- taking steps to meet the needs of people from protected groups where these differ from the need of other people; and
- encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

9.4 The above duty has been given due consideration in the determination of this application. It is considered that there would be no significant or unacceptable impact upon persons who share a protected characteristic, over and above any other person, as a result of the proposed decision.

9.5 ***Planning (Wales) Act 2015 (Welsh language)***

Section 31 of the Act clarifies that impacts on the Welsh language may be a consideration when taking decisions on applications for planning permission so far as it is material to the application. This duty has been given due consideration in the determination of this application. It is considered that there would be no material effect upon the use of the Welsh language in Newport as a result of the proposed decision.

9.6 ***Newport's Well-Being Plan 2018-23***

The Wellbeing of Future Generations (Wales) Act 2015 imposes a duty on public bodies to carry out sustainable development in accordance with the sustainable development principle to act in a manner which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. This duty has been considered during the preparation of Newport's Well-Being Plan 2018-23, which was signed off on 1 May 2018. The duty imposed by the Act together with the goals and objectives of Newport's Well-Being Plan 2018-23 have been considered in the evaluation of

this application. It is considered that there would be no significant or unacceptable impact upon the achievement of wellbeing objectives as a result of the proposed decision.

10. CONCLUSION

- 10.1 The extension of the opening hours would not have a significant impact on the residential amenity of the neighbouring occupiers or on the character and appearance of the property or wider Conservation Area. There would be no highways implications. Conditions imposed in consent 09/1132 will be removed and a biodiversity enhancement scheme condition will be added.

11. DECISION

Granted with Conditions

01 Ceremonies at the site shall be limited to the hours of between 9.30 am to 5.00 pm Mondays to Fridays and between 9.00 am to 5.00 pm on Saturdays and 12.00pm – 4.00pm on Sundays and Bank Holidays. Mayoral civic functions shall not take place at the same time as any ceremony.

Reason: To protect the amenities of neighbouring residents.

02 Within 3 months of the date of this decision, a biodiversity enhancement scheme shall be submitted to and approved in writing by the Local Planning Authority. The biodiversity enhancement scheme shall be implemented in accordance with the approved plans prior to the first beneficial use of the development hereby approved and retained as such for the lifetime of the development.

Reason: In the interest of protected species, in accordance with Policy 9 of Future Wales and Policy GP5 of the Newport Local Development Plan 2011-2026 (adopted January 2015).

NOTE TO APPLICANT

01 This decision relates to plan Nos: Letter of Support, Application Form

02 The development plan for Newport is the Newport Local Development Plan 2011 - 2026 (Adopted January 2015). No policies were relevant to the determination of this application.

03 As consideration of this request did not raise significant additional environmental matters over and above those previously considered as part of the original application, it is considered that the proposals did not need to be screened under the Environmental Impact Assessment Regulations.